

COMMUNITY DEVELOPMENT

MISSION STATEMENT

The Community Development Department's mission is to provide the core services necessary to maintain strong community ties, safe and quality development, economic vitality, affordable housing, well-planned residential and commercial neighborhoods, and effective transportation planning. Staff is committed to providing these services to their customers and co-workers in an effective, efficient, and respectful manner.

DESCRIPTION

The Community Development Department consists of four divisions: Administration, Planning & Transportation, Building, and Housing & Economic Development (please note that both the Successor Agency and the Housing Authority budgets are located in separate sections of the budget). Together, these divisions serve Burbank residents by managing the physical development of the City, maintaining the overall transit programs within the City boundaries, developing housing programs to benefit low and moderate income persons, enforcing City, State, County, and Federal Codes, collecting business licenses and business taxes, and reviewing building and safety issues.

OBJECTIVES

The overall objective of the Department is to provide long range physical, economic, transportation, and community building for the City of Burbank. The objective of each division for FY 2012-13 is described below.

In the Planning & Transportation Division, the Planning section anticipates processing approximately 120 planning applications and completing about 500 plan reviews. The Transportation Section manages several Capital Improvement Projects while programming funding for additional projects and programs, and overseeing operation of the BurbankBus transit services.

The Building Division anticipates generating approximately \$2,000,000 via the Business License and Business Tax Programs, investigating approximately 1,200 citizen and inspector generated complaints, issuing 3,400 building permits generating approximately \$1,300,000, and providing over 14,000 construction inspections.

The Housing & Economic Development Division includes the Real Estate, Economic Development, Housing Authority, CDBG, and HOME Sections. The Real Estate Section is responsible for carrying out non-discretionary real estate functions for the City, including several high-profile and broad-reaching regional infrastructure projects currently in process. The Economic Development Section stimulates and maintains business activity and job creation through business retention and attraction efforts, workforce assistance, and marketing and advertising.

The Housing Authority has an allotment of 1,014 Section 8 Vouchers for individuals whose income falls below 50 percent of the median in Los Angeles County. In addition, with the dissolution of the Redevelopment Agency, the Housing Authority has been designated as the Successor Housing Agency and will be implementing remaining Low and Moderate Income Housing obligations. The CDBG and HOME functions administer funds from the U.S. Department of Housing and Urban Development (HUD) for activities that primarily benefit persons of low and moderate income.

CHANGES FROM PRIOR YEAR

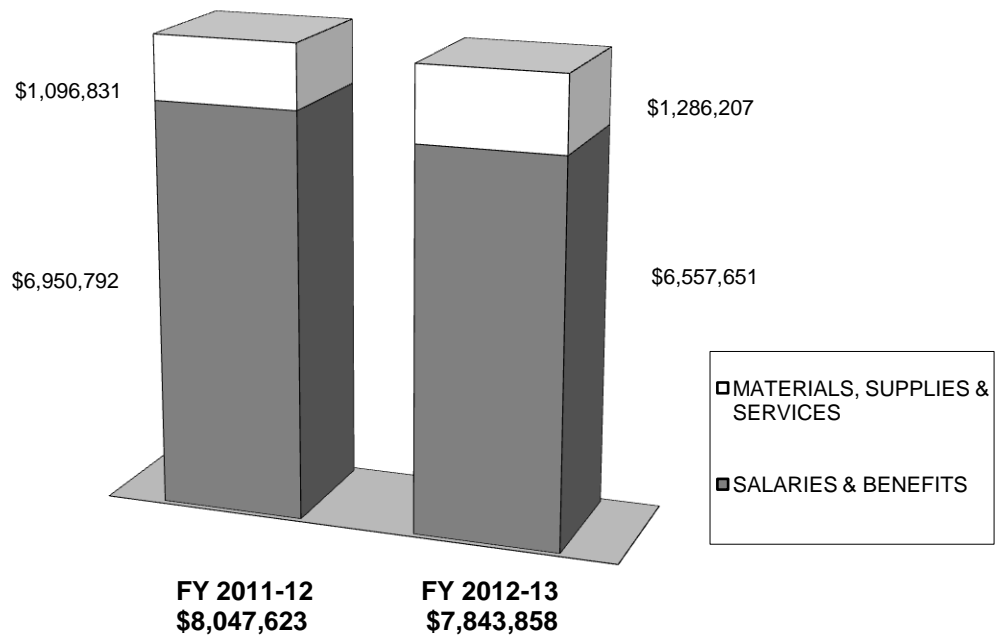
With the dissolution of the Redevelopment Agency as of February 1, 2012, Real Estate and Economic Development Sections previously funded through the Redevelopment Agency were transferred to the Community Development Department's section of the budget. These two sections are funded by the General Fund and are included under this portion of the budget.

DEPARTMENT SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	72.483	63.983	63.223	(0.760)
Salaries & Benefits	\$ 7,470,222	\$ 6,950,792	\$ 6,557,651	\$ (393,141)
Materials, Supplies, Services	1,297,149	1,096,831	1,286,207	189,376
TOTAL	\$ 8,767,371	\$ 8,047,623	\$ 7,843,858	\$ (203,765)

COMMUNITY DEVELOPMENT

Department Summary



2011-12 WORK PROGRAM HIGHLIGHTS

- Completed update to the parking lot landscaping and shading standards to incorporate best practices from other communities.
- Continued progress on General Plan update including release of two major public review drafts.
- Worked with the Heritage Commission to complete the Historic Districts Ordinance.
- Continued to work with Caltrans and other agencies on the I-5 and Empire Interchange Projects to mitigate impacts on the Burbank community and keep the public informed.
- Completed North San Fernando Boulevard Plan.
- Continued to implement Council-directed citywide Proactive Code Enforcement Program.
- Continued to implement Secondhand Smoke Ordinance Education Ambassador Program.
- Completed implementation of ProjectDox on-line plan submittal and review software and initiated development of ePALS Citizen Access Portal on-line permitting and inspection.
- Continued to focus on outreach and communication efforts with property owners, merchants and brokers. Several businesses were highlighted in the Citywide marketing campaign in several print publications. Ribbon cutting ceremonies were conducted for new businesses and larger scale events were coordinated for larger companies that relocated to Burbank.
- Maintained low or no cost training opportunities and consulting services for the small business sector through the Team Business Program.
- Based on results of the Labor Market Research conducted in previous fiscal years, two new business academies for the Team Business Program were launched in Spring 2012: The Entrepreneurial Advancement Academy and the Healthcare Advancement Academy. The academies provide educational resources to the emerging workforce in growing sectors such as green technology and healthcare.

2011-12 WORK PROGRAM HIGHLIGHTS cont.

- Completed 9th Annual Student Design Competition.
- Continued efforts on streetscape projects that promote alternative mobility modes, reduce "heat island" effect, and incorporate sustainable features, including the Olive Avenue Corridor and Victory Boulevard Corridor Infrastructure Projects.
- Began planning efforts for the North San Fernando Boulevard Corridor Infrastructure Project that will create an environment that will capitalize on infrastructure investments by fostering areas for future "smart" development.
- Completed the Lake-Alameda Greenway.
- Utilizing the Community Development Block Grant (CDBG), funded 13 public service projects totaling \$165,001 and four capital projects totaling \$715,009.
- Created the Tourism Business Improvement District (T-BID) to greatly enhance efforts to promote Burbank as a visitor destination. The Burbank Hospitality Association (BHA) was formed as the governing board for the T-BID.
- Through land assembly and direct financial assistance, supported the development of quality affordable housing units while revitalizing blighted properties in Burbank's Focus Neighborhoods. Projects included: 1) Linden House, 2) 2234 Catalina, and 3) New Catalina Development.
- In collaboration with BHC and Habitat for Humanity, completed construction of the eight-unit Keeler/Elliott Homeownership Development within the Peyton-Grismer Focus Neighborhood.

2012-13 WORK PROGRAM GOALS

Building Division

- Continue the Student Design Competition for local high school students.
- Continue development of customer service improvement projects through development of on-line permitting and on-line inspection requests.
- Continue to educate the public on the Secondhand Smoke Control Ordinance.
- Continue to enforce the Business Tax Program and the Regulatory Business License and Business Permit Program.
- Continue to conduct Citywide code enforcement for zoning codes and the property maintenance program.
- Monitor and oversee the Empire Interchange Project as the project begins construction in January 2013.
- Continue to identify service efficiencies for operation of BurbankBus fixed-route and demand-responsive services to further reduce structural deficits in the City's Transportation Local Return Funds. Investigate transit vehicle advertising and possible transfer of underperforming Metro services to BurbankBus.

Housing & Economic Development Division

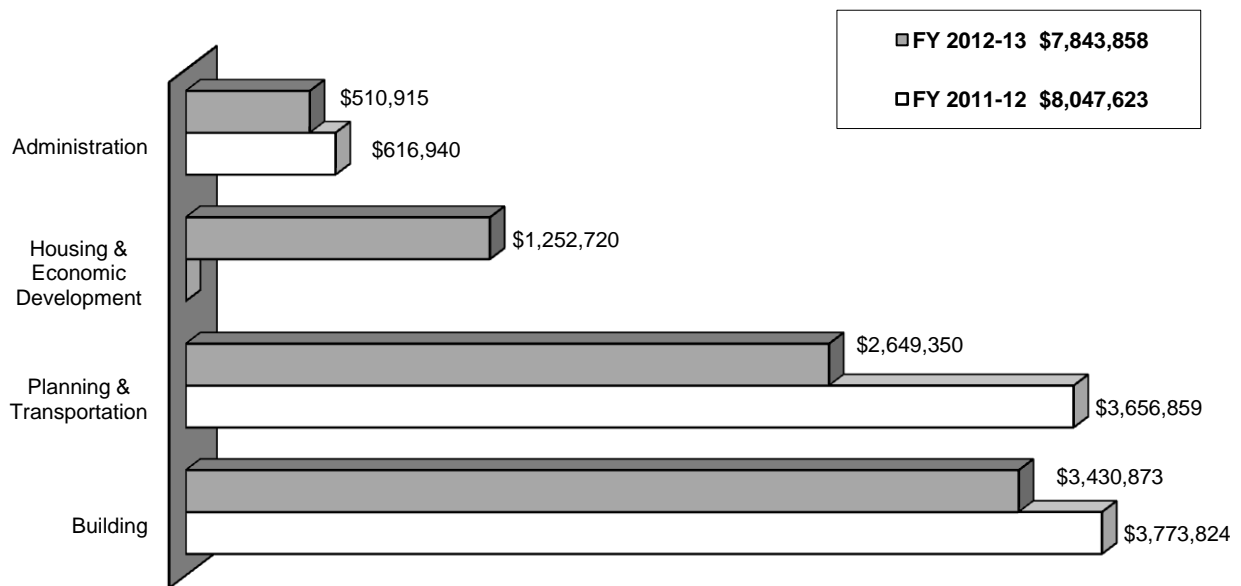
Planning & Transportation Division

- Complete the update of the General Plan and related Environmental Impact Report.
- Update the Rancho Master Plan and zoning to ensure consistency with the vision for the area.
- Work with the Airport Authority on a joint public outreach process to establish a vision for the future of the Bob Hope Airport.
- Complete the final design and construction documents for the San Fernando Bikeway.
- Continue implementing the Burbank Economic Development Strategy.
- Implement a fiscally sustainable and year-round Shop Burbank Program, providing collaborative efforts with local credit unions to become advocates of the program and merge the program to their existing loyalty and reward programs.
- Work with the T-BID and facilitate the branding and awareness campaign for the hospitality industry in Burbank.
- Coordinate with other governmental agencies on I-5 realignment and LADWP Upper Reach Pipeline.
- Complete the design of the Victory Boulevard Corridor Infrastructure Project.

2012-13 WORK PROGRAM GOALS *cont.*

- Sustain and strengthen the Golden State Focus Neighborhood by working with BHC to facilitate the completion of the Catalina Development at 2223-2235 North Catalina Drive.
- Continue affordable housing development opportunities within Focus Neighborhoods (Golden State, Elmwood, Peyton-Grismer, Lake-Alameda and Verdugo-Lake) including but not limited to a continued partnership with BHC, as funding permits.
- Continue homelessness efforts such as the Case Management Program, regional winter shelter, and creating additional transitional housing units, as funding and Council commitment permits.
- Monitor State legislation regarding permanent funding solutions to the State's ongoing housing crisis and economic development activities.

COMMUNITY DEVELOPMENT *Summary by Division*



Administration

001CD11A

The Administration Division is responsible for the coordination of the four divisions in the Community Development Department and inter-divisional and inter-departmental coordination relating to agenda items for City Council, Successor Agency, and Housing Authority meetings. Activities conducted within these divisions include budget development and financial management, personnel administration, organizational analysis, coordination of the department's technology improvements, and various other special projects.

OBJECTIVES

- Coordinate departmental budget development and provide fiscal administration.
- Review and approve all agenda bills, staff reports, resolutions, ordinances, and agreements for City Council, Successor Agency, and Housing Authority meetings.
- Update and monitor City Council goals and objectives.
- Coordinate inter-divisional and inter-departmental activities.
- Provide oversight of The Castaway lease agreement.

BUDGET HIGHLIGHTS

The total staff years for the division is being reduced by .05 FTE due to five percent of the Community Development Director's salary charged to CDBG (Fund 122) instead of being offset through direct charges.

A reduction in the Other Professional Services account in the amount of \$100,000 is a result of a one-time funding approved by Council in FY 2011-12 for homelessness services.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	3.000	3.000	2.950	(0.050)
Salaries & Benefits	\$ 468,340	\$ 497,659	\$ 486,579	\$ (11,080)
Materials, Supplies, Services	57,167	119,281	24,336	(94,945)
TOTAL	\$ 525,507	\$ 616,940	\$ 510,915	\$ (106,025)

Housing & Economic Development Division

The Housing & Economic Development Division encompasses the real estate, economic development, Housing Authority, CDBG, and HUD HOME functions. The Division's activities and programs continue to demonstrate the Division's mission to ensure a diverse mix of service-enriched affordable housing (funding permitting); foster a climate that generates jobs; and promotes economic, social, and environmental sustainability, enhancing the quality of life for the entire community. Additional information on affordable housing projects and programs are discussed further under the Housing Authority.

OBJECTIVES

- Continue the evolution and implementation of Burbank's Economic Development Strategy.
- Dedicated to economic, environmental, and social sustainability, continue to spearhead community betterment projects and programs.
- Work towards addressing the critical need for affordable housing for Burbank's most challenged.
- Plan and support necessary infrastructure investments and explore alternate funding mechanisms.
- Continue the management of City's real estate function.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	8.000		7.700	7.700
Salaries & Benefits	\$ 717,587		\$ 817,726	\$ 817,726
Materials, Supplies, Services			434,994	434,994
TOTAL	<u>\$ 717,587</u>		<u>\$ 1,252,720</u>	<u>\$ 1,252,720</u>

Housing & Economic Development Division

Economic Development Section

001CD23B

Economic Development programming and operational budgets have been greatly reduced as a result of the Redevelopment Agency's dissolution. However, even with major reductions in funding, economic development continues to be one of City Council's top goals. The nature of economic development is flexible and has the ability to adapt to the changing needs of Burbank's business community. Looking forward, economic development programs will mainly focus on job creation and retention efforts as well as core economic development programming such as expanding targeted marketing and educational programs that foster the growth and development of existing businesses and emerging entrepreneurs in Burbank. Additionally, economic development efforts will continue to focus on supporting the Property-Based Business Improvement District (P-BID) in Downtown Burbank, as well as the newly formed Tourism Business Improvement District (T-BID) for the hospitality industry in Burbank.

OBJECTIVES

- Continue Economic Development programs to retain, expand, and attract businesses to the area, create jobs and improve the economy.
- Continue marketing efforts at a greatly reduced cost by placing more emphasis on interpersonal outreach and social media, with less dependency on print media.
- Support T-BID efforts to attract more visitors to Burbank.
- Target attraction efforts to specific business sectors in growth mode.
- Support Downtown P-BID efforts and work toward District renewal.

BUDGET HIGHLIGHTS

Historically, Economic Development programs were funded by the Redevelopment Agency. Due to the dissolution of the Agency and loss of Redevelopment funding, the Economic Development Section is now being funded by the General Fund.

The FY 2012-13 budget funds only the essential functions necessary for economic development. Compared to previous years' Redevelopment Agency budgets, the MS&S accounts are reduced by more than 60 percent to support a greatly reduced Economic Development program while still maintaining Council's Economic Development goals.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years			4.350	4.350
Salaries & Benefits			\$ 447,228	\$ 447,228
Materials, Supplies, Services			268,487	268,487
TOTAL			\$ 715,715	\$ 715,715

Housing & Economic Development Division

Real Estate Section

001CD23C

Real Estate programming and operational budgets have been greatly reduced as a result of the Redevelopment Agency's dissolution. However, the Real Estate Section will continue to handle a variety of support services to multiple City departments. Essential municipal real estate duties and functions include right-of-way vacations, dedications, and easements citywide. In addition, this function includes services for City-owned properties, real estate projects, and infrastructure improvements such as street improvements, infrastructure upgrades, public park enhancements, parking and circulation within Downtown Burbank, and residential neighborhood improvements to promote sustainable practices. Infrastructure project oversight is a collaborative effort with the Public Works and Park, Recreation & Community Services Department. Finally, this function also includes the general property management and maintenance of City-owned parcels, the implementation of required real estate and property service operating agreements, and the costs for municipal utility services such as electricity, water, sewer services and waste management.

OBJECTIVES

- Perform City's general real estate duties including, but not limited to, processing right-of-way vacations and dedications, coordinate right-of-entry processes, and assist and/or manage real property acquisition and sales activities.
- Coordinate with other governmental agencies on local and regional transportation projects including the I-5 realignment, Empire Interchange, and intersection improvements.
- Coordinate with other governmental agencies on local and regional infrastructure projects. For example, the LADWP Upper Reach Pipeline, Victory Boulevard Corridor, and collaboration on the Johnny Carson Park Revitalization project.
- Support possible unwind processes as related to requirements of the Successor Agency.

BUDGET HIGHLIGHTS

The Real Estate function was previously funded by the Redevelopment Agency. Due to the dissolution of the Agency and loss of Redevelopment funding, the Real Estate Section is now being funded by the General Fund.

The FY 2012-13 budget funds only the essential functions necessary to carryout real estate duties. The MS&S accounts are reduced by more than 30 percent compared to previous years' Redevelopment Agency Real Estate function budgets.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years			3.350	3.350
Salaries & Benefits			\$ 370,498	\$ 370,498
Materials, Supplies, Services			166,507	166,507
TOTAL			\$ 537,005	\$ 537,005

Housing & Economic Development Division
Section 8 Voucher Program
001CD26A

BUDGET HIGHLIGHTS

In prior years, the staff positions for the Section 8 Voucher Program were budgeted in the General Fund and reimbursed through the Housing Authority Fund. As a budget efficiency, the staff positions for the Section 8 Voucher Program are now budgeted directly in the Housing Authority budget.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	8.000			
Salaries & Benefits	\$ 717,587			
TOTAL	<u>\$ 717,587</u>			

Planning & Transportation Division

The Planning & Transportation Division manages the physical development of the city in a manner that reflects the close relationship between transportation and land use policies. The Planning Section maintains Burbank's community character through a community-based planning effort that seeks to balance the competing interests of providing a high quality of life for Burbank residents while responding to business needs and facilitating economic growth and diversity. The Transportation Section manages funding and design of transportation projects such as street improvements and bikeways, coordinates with regional transportation agencies such as Metro and Metrolink, and manages all BurbankBus operations including demand-responsive and fixed-route services.

OBJECTIVES

- Complete the update of the General Plan to reflect community vision and goals.
- Participate in regional planning efforts and projects including High Speed Rail and SCAG's Sustainable Communities Strategy to ensure that Burbank's interests are represented.
- Provide a high level of coordination between land use issues and traffic and transportation concerns to ensure that growth and development are properly
- Continue to increase communication with the public and ease of access to public documents, especially through the use of technology.
- Operate BurbankBus demand-responsive and fixed-route services in an efficient manner and pursuant to City Council direction while mindful of funding limitations.
- Provide high quality staff support to the Transportation Commission, Heritage Commission, Planning Board, City Council, and the public by providing complete and accurate information and thorough analysis.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	30.483	30.983	25.323	(5.660)
Salaries & Benefits	\$ 2,987,823	\$ 3,154,945	\$ 2,330,886	\$ (824,059)
Materials, Supplies, Services	691,894	501,914	318,464	(183,450)
TOTAL	<u>\$ 3,679,717</u>	<u>\$ 3,656,859</u>	<u>\$ 2,649,350</u>	<u>\$ (1,007,509)</u>

Planning & Transportation Division

Planning Section

001CD31A

The Planning Section's responsibilities include reviewing and processing current planning applications such as Development Reviews, Planned Developments, Subdivisions, Variances, Conditional Use Permits, and other entitlements, and conducting environmental review under the California Environmental Quality Act. Advance planning responsibilities include maintaining and updating the General Plan and Zoning Ordinance, and processing Zone Text and Zone Map Amendments.

OBJECTIVES

- Administer and enforce the Zoning Ordinance in a consistent and fair manner. Update and maintain the Zoning Ordinance as needed to implement the goals and policies of the General Plan.
- Process development project applications including Development Reviews, Conditional Use Permits, and Planned Developments in a timely and efficient manner while balancing the interests of project applicants and the community.
- Ensure that the General Plan reflects the community's vision for its future and promotes the overriding goals of protecting and enhancing the quality of life in the community while ensuring that growth is properly managed.

BUDGET HIGHLIGHTS

The total staff years for this division increased by .690 FTE as follows: A frozen Intermediate Clerk position was reinstated to provide additional administrative support using existing MS&S funds; .11 FTE of a Senior Planner's salary and .20 FTE of the Chief Assistant Community Development Director's salary are now being charged to the Public Improvement Fund instead of being offset through direct charges.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	10.000	10.000	10.690	0.690
Salaries & Benefits	\$ 1,220,860	\$ 1,240,677	\$ 1,225,476	\$ (15,201)
Materials, Supplies, Services	661,696	465,946	278,072	(187,874)
TOTAL	<u>\$ 1,882,556</u>	<u>\$ 1,706,623</u>	<u>\$ 1,503,548</u>	<u>\$ (203,075)</u>

Planning & Transportation Division

Transportation Section

001CD32A

The Transportation Section is responsible for traffic forecasting; programming, designing, and managing transportation projects; and transit planning and operations. Transportation staff administer the Proposition A, Proposition C, and Measure R Local Return funds allocated by Metro; Development Impact Fee funds; and other local and regional transportation funds; and is responsible for seeking grants and other outside revenue to fund transportation projects. The Transportation Section administers the City's Transportation Demand Management (TDM) Ordinance and works closely with the Burbank Transportation Management Organization (TMO) in reducing peak-time traffic from major employers in the Media District and Downtown areas.

OBJECTIVES

- Improve traffic operations at local freeway interchanges by continuing to work with Caltrans on the I-5 HOV / Empire Interchange Project and other projects.
- Forecast and implement local roadway improvement projects to improve and maintain local circulation at established standards.
- Participate in joint efforts with regional and other local agencies to plan and develop transportation and transit improvements that benefit the City and the region.
- Continue to implement projects in the 2009 Bicycle Master Plan that further the goals of making Burbank's transportation system sustainable and accessible to all modes of travel.

BUDGET HIGHLIGHTS

Additional operating costs for the Transportation Section are budgeted in Fund 104 (Proposition A), Fund 105 (Proposition C), and Fund 106 (Air Quality Management District) located in the Special Revenue Funds section.

The total staff years for this section are being reduced from 5.000 FTE to .400 FTE due to salaries being charged to Special Revenue Funds instead of being offset through direct charges. The .400 FTE that remain are portions of the Deputy City Planner and Administrative Analyst II positions that are directly related to the administration of this section.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	0.400	(4.600)
Salaries & Benefits	\$ 530,182	\$ 618,807	\$ 62,145	\$ (556,662)
Materials, Supplies, Services	14,717	21,101	25,495	4,394
TOTAL	<u>\$ 544,899</u>	<u>\$ 639,908</u>	<u>\$ 87,640</u>	<u>\$ (552,268)</u>

Planning & Transportation Division

BurbankBus Operations

001CD32B

The BurbankBus Program provides three distinct transportation services for Burbank residents and employees. The BurbankBus fixed-route commuter service includes four routes that connect Downtown Burbank, the Media District, and the Airport/Empire area to Metro and Metrolink regional rail systems. The service operates five days per week during morning and evening commute periods. The BurbankBus Senior & Disabled Transit Service provides Burbank's senior and disabled residents with curb-to-curb demand-responsive service seven days per week. Finally, BurbankBus Got Wheels! is a fixed-route summer-season transportation service for Burbank residents ages 10-18 serving youth-oriented recreational destinations. In addition to operating transportation services, the BurbankBus Program also administers the Metro Reduced Monthly Pass Program available to senior and disabled residents.

OBJECTIVES

- Implement City Council direction to continuously monitor and streamline BurbankBus operations that provide core services to residents, commuters, seniors, and the disabled within the context of the City's limited transportation funding.
- Maintain a high-level of transportation service responsiveness, especially with the Senior & Disabled Transit Services.

BUDGET HIGHLIGHTS

Additional operating costs for the BurbankBus Program are budgeted in Fund 104 (Proposition A), Fund 105 (Proposition C), and Fund 107 (Measure R) located in the Special Revenue Funds section. Fund 107 reimburses the General Fund for salaries directly attributable to BurbankBus programs.

The total staff years for this section are reduced by 1.750 FTE due to the salaries of the Transportation Services Manager and three part-time Transportation Services Driver positions being charged to Proposition A (Fund 104) instead of being offset through direct charges.

SECTION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	15.483	15.983	14.233	(1.750)
Salaries & Benefits	\$ 1,236,781	\$ 1,295,461	\$ 1,043,265	\$ (252,196)
Materials, Supplies, Services	15,481	14,867	14,897	30
TOTAL	<u>\$ 1,252,262</u>	<u>\$ 1,310,328</u>	<u>\$ 1,058,162</u>	<u>\$ (252,166)</u>

License & Code Services Division

The License & Code Services Division merged with the Building Division at the start of FY 2011-12. Everything relating to the current budget for License & Code Services functions can now be found under the Building Division (001.CD42A). This section remains in order to show the License & Code Services budget summaries from prior years.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	13.000			
Salaries & Benefits	\$ 1,215,007			
Materials, Supplies, Services	131,967			
TOTAL	\$ 1,346,974			

Code Enforcement Program

001CD34A

PROGRAM SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	6.000			
Salaries & Benefits	\$ 495,083			
Materials, Supplies, Services	56,494			
TOTAL	\$ 551,577			

Business License and Business Tax Program

001CD35A

PROGRAM SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	7.000			
Salaries & Benefits	\$ 719,924			
Materials, Supplies, Services	75,473			
TOTAL	\$ 795,397			

Building Division

Building Permits, Construction Inspection, and Code Enforcement, Business Licensing & Business Tax Programs

001CD42A

The License & Code Services Division merged with the Building Division at the start of FY 2011-12 and the reorganized Division now consists of three sections: Building Permits, Construction Inspection, and Code Enforcement, Business Licensing & Business Tax Programs. Through these program sections, the Building Division enforces compliance with mandated Federal and State codes and the Burbank Municipal Building Code. The Building Permit staff is responsible for examining all building plans for energy conservation, disabled accessibility, and fire-life safety compliance with State of California and Burbank Building Codes. The Construction Inspection staff is responsible for conducting inspections of construction activities for private projects and City-owned capital improvement projects. The Code Enforcement, Business License & Business Tax staff provides comprehensive regulatory oversight of commercial, industrial, and residential properties, and maintain the City's property maintenance, zoning, and Municipal Code standards, as well as administration of business license and business tax accounts.

To implement these program sections successfully, the Building Division focuses on public information. The Building Division's efforts are directed to providing as much information as quickly and accurately as possible to the public in a form that is readily useable and understandable. As a result of this public outreach, code compliance and enforcement becomes less time consuming, and problems in the field are reduced.

To further provide more efficient service, the Building Division is focusing on the development and implementation of on-line services, including permitting, inspection requests, plan submittal and review, and payment of business license fees and business taxes.

In addition, the Building Division is committed to preserving its core strengths through regular training. In-house training materials are developed focusing on code revisions and new code enforcement and construction topics, as well as providing staff the opportunity to attend professional code seminars presented by the California Building Officials (CALBO) and other professional organizations.

OBJECTIVES

- Enforce building standards to safeguard life, health, and property through plan review and inspection procedures.
- Promote customer service through an emphasis on technological improvements such as e-commerce solutions and document imaging.
- Enforce the City's property maintenance ordinances, and other applicable State and local
- Issue 3,400 permits per year.
- Enforce the business license and business tax regulations while providing more customer oriented services.
- Promote green, sustainable, and energy-efficient design.
- Collect approximately \$1,300,000 in building permit revenues annually.
- Provide policies interpreting specific code items to promote consistency in project review.
- Enforce building and grading standards related to life-safety.
- Inspect and track compliance of Group III and IV buildings affected by the Reinforced Masonry Seismic Retrofit Ordinance.
- Implement updated State energy standards, State green building standards, State disabled accessibility standards, and State storm water pollution control standards.
- Respond to complaints about private and public property maintenance, alleged zoning code violations, and other Municipal, County, and State codes.

OBJECTIVES - (cont.)

- Distribute informational publications on specific issues that affect construction projects, such as sustainable building methods, energy conservation, and environmental issues.
- Enforce the Burbank Municipal Code and State statutes relative to the licensing and taxing of businesses both in commercial and residential zones.

BUDGET HIGHLIGHTS

The total staff years for this division are reduced by 2.750 FTE as follows: a Senior Clerk position was eliminated due to budget reductions and 1.750 License & Code Services Inspector I positions are being charged to the CDBG fund instead of being offset through direct charges.

DIVISION SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Staff Years	18.000	30.000	27.250	(2.750)
Salaries & Benefits	\$ 2,081,465	\$ 3,298,188	\$ 2,922,460	\$ (375,728)
Materials, Supplies, Services	416,121	475,636	508,413	32,777
TOTAL	<u>\$ 2,497,586</u>	<u>\$ 3,773,824</u>	<u>\$ 3,430,873</u>	<u>\$ (342,951)</u>

Building Division Field Inspection Program 001CD41B

The Building and License & Code Services Divisions merged at the start of FY 2011-12. To help streamline the budget process, all previous cost centers relating to Building and License & Code Services have been combined into one cost center (001.CD42A). This section remains in order to show Building Division Field Inspection Program budget summaries from prior years.

PROGRAM SUMMARY

	EXPENDITURES 2010-11	BUDGET 2011-12	BUDGET 2012-13	CHANGE FROM PRIOR YEAR
Salaries & Benefits	\$ 986,641			
Materials, Supplies, Services	98,035			
TOTAL	<u>\$ 1,084,676</u>			

Administration Division

001CD11A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	3.000	3.000	2.950	(0.050)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 337,830	\$ 352,202	\$ 345,641	\$ (6,561)
60012 Fringe Benefits	120,586	57,910	55,157	(2,753)
60012.1008 Fringe Benefits - Retiree Benefits			1,428	
60012.1509 Fringe Benefits - Pension		80,312	74,542	(5,770)
60012.1528 Fringe Benefits - Workers Comp		2,747	5,323	2,576
60022 Car Allowance	4,505	4,488	4,488	
60031 Payroll Adjustment	5,419			
	468,340	497,659	486,579	(12,508)
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62085 Other Professional Services	\$ 10,950	\$ 100,000		\$ (100,000)
62170 Private Contractual Services	25,768			
62455 Equipment Rentals	44			
62895 Miscellaneous	4,366	4,395	7,500	3,105
NON-DISCRETIONARY				
62241 Other Direct Charges	608			
62475 F532 Vehicle Equip Rentals	4,822	4,743	4,749	6
62485 F535 Comm Equip Rentals	6,563	6,398	7,948	1,550
62496 F537 Computer Equip Rentals	4,046	3,745	4,139	394
	57,167	119,281	24,336	(94,945)
DIVISION TOTAL	\$ 525,507	\$ 616,940	\$ 510,915	\$ (106,025)

Housing & Economic Development Division

Economic Development Section

001CD23B

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS			4.350	4.350
SALARIES & BENEFITS				
60001 Salaries & Wages			\$ 302,102	\$ 302,102
60012 Fringe Benefits			65,684	65,684
60012.1008 Fringe Benefits - Retiree Benefits			2,105	2,105
60012.1509 Fringe Benefits - Pension			70,853	70,853
60012.1528 Fringe Benefits - Workers Comp			6,484	6,484
			447,228	447,228
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62085 Other Professional Services			\$ 30,400	\$ 30,400
62310 Office Supplies			2,000	2,000
62615.1000 Team Business			54,000	54,000
62615.1004 Marketing & Advertising			151,000	151,000
62700 Membership & Dues			7,600	7,600
62710 Travel			3,000	3,000
62755 Training			2,000	2,000
NON-DISCRETIONARY				
62475 F532 Vehicle Equip Rentals			2,650	2,650
62485 F535 Comm Equip Rentals			4,653	4,653
62496 F537 Computer Equip Rentals			11,184	11,184
			268,487	268,487
PROGRAM TOTAL			\$ 715,715	\$ 715,715

Housing & Economic Development Division

Real Estate Section

001CD23C

	EXPENDITURES FY 2010-11	BUDGET FY 2011-2012	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS			3.350	3.350
SALARIES & BENEFITS				
60001 Salaries & Wages			\$ 252,816	\$ 252,816
60012 Fringe Benefits			51,225	51,225
60012.1008 Fringe Benefits - Retiree Benefits			1,621	1,621
60012.1509 Fringe Benefits - Pension			59,111	59,111
60012.1528 Fringe Benefits - Workers Comp			5,725	5,725
			370,498	370,498
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62040 Engineering Services			\$ 5,000	\$ 5,000
62045 Appraisal Services			20,000	20,000
62085 Other Professional Services			2,000	2,000
62085.1000 Real Estate Services			84,750	84,750
62310 Office Supplies			4,000	4,000
62420 Books & Periodicals			3,000	3,000
62710 Travel			1,000	1,000
62755 Training			5,000	5,000
62895 Miscellaneous			28,000	28,000
NON-DISCRETIONARY				
62475 F532 Vehicle Equip Rentals			2,040	2,040
62485 F535 Comm Equip Rentals			3,102	3,102
62496 F537 Computer Equip Rentals			8,615	8,615
			166,507	166,507
PROGRAM TOTAL			\$ 537,005	\$ 537,005

Section 8 Voucher Program

001CD26A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		8.000		
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 516,912			
60012 Fringe Benefits	200,337			
60031 Payroll Adjustment	338			
	717,587			
PROGRAM TOTAL	\$ 717,587			

Planning Section

001CD31A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	10.000	10.000	10.690	0.690
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 891,519	\$ 858,712	\$ 841,173	\$ (17,539)
60006 Overtime	746	1,500	1,500	
60012 Fringe Benefits	327,996	157,607	164,253	6,646
60012.1008 Fringe Benefits - Retiree Benefits			5,174	5,174
60012.1509 Fringe Benefits - Pension		209,409	194,256	(15,153)
60012.1528 Fringe Benefits - Workers Comp		13,449	19,120	5,671
60015 Wellness Program	332			
60031 Payroll Adjustment	267			
	1,220,860	1,240,677	1,225,476	(15,201)
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62050 Planning, Survey, & Design	\$ 193,573	\$ 85,000	\$ 41,923	\$ (43,077)
62085 Other Professional Services	154,053	20,686		(20,686)
62170 Private Contractual Services	4,557	4,000	4,000	
62300 Special Departmental Supplies	1,270	9,000	9,000	
62310 Office Supplies	10,589	19,150	19,150	
62420 Books & Periodicals	653	2,000	2,000	
62455 Equipment Rentals	9,773	10,040	10,040	
62700 Memberships & Dues	4,520	2,700	4,000	1,300
62710 Travel	2,271	2,000	2,000	
62755 Training	4,425	4,450	6,000	1,550
62810 Bond Loss	32			
62830.1000 Credit Card Merchant Fees	1,037	600	600	
62895 Miscellaneous	780	5,500	5,500	
NON-DISCRETIONARY				
62000 Utilities		400		(400)
62220 Insurance	178,292	189,464	74,658	(114,806)
62475 F532 Vehicle Equip Rentals	9,976	13,522	13,510	(12)
62485 F535 Comm Equip Rentals	19,490	19,325	9,823	(9,502)
62496 F537 Computer Equip Rentals	66,405	78,109	75,868	(2,241)
	661,696	465,946	278,072	(187,874)
PROGRAM TOTAL	\$ 1,882,556	\$ 1,706,623	\$ 1,503,548	\$ (203,075)

Transportation Section

001CD32A

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		5.000	5.000	0.400	(4.600)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 371,475	\$ 425,824	\$ 40,171	\$ (385,653)
60006	Overtime	1,720	5,233	5,233	
60012	Fringe Benefits	157,011	79,761	6,358	(73,403)
60012.1008	Fringe Benefits - Retiree Benefits			194	
60012.1509	Fringe Benefits - Pension		104,668	9,570	(95,098)
60012.1528	Fringe Benefits - Workers Comp		3,321	619	(2,702)
60031	Payroll Adjustment	(24)			
		530,182	618,807	62,145	(556,662)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62300	Special Departmental Supplies	\$ 2,404	\$ 3,200	\$ 3,200	
62310	Office Supplies	4,133	3,365	3,365	
62420	Books & Periodicals	305	450	450	
62700	Memberships & Dues	1,136	1,550	1,550	
62710	Travel		2,000	2,000	
62755	Training	625	3,550	3,550	
62895	Miscellaneous	857	800	800	
NON-DISCRETIONARY					
62485	F535 Comm Equip Rentals			4,653	
62496	F537 Computer Equip Rentals	5,257	6,186	5,927	(259)
		14,717	21,101	25,495	4,394
PROGRAM TOTAL		\$ 544,899	\$ 639,908	\$ 87,640	\$ (552,268)

Burbank Bus Operations

001CD32B

		EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS		15.483	15.983	14.233	(1.750)
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 752,035	\$ 820,214	\$ 642,767	\$ (177,447)
60006	Overtime	33,490	4,771	4,771	
60012	Fringe Benefits	450,453	206,467	172,726	(33,741)
60012.1008	Fringe Benefits - Retiree Benefits			10,164	
60012.1509	Fringe Benefits - Pension		188,336	133,527	(54,809)
60012.1528	Fringe Benefits - Workers Comp		75,673	79,310	3,637
60015	Wellness Program	630			
60031	Payroll Adjustment	173			
		1,236,781	1,295,461	1,043,265	(252,196)
NON-DISCRETIONARY					
62496	F537 Computer Equip Rentals	\$ 15,481	\$ 14,867	\$ 14,897	\$ 30
		15,481	14,867	14,897	30
PROGRAM TOTAL		\$ 1,252,262	\$ 1,310,328	\$ 1,058,162	\$ (252,166)

License & Code Services Division

Code Enforcement Program

001CD34A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	6.000			
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 344,962			
60012 Fringe Benefits	149,815			
60015 Wellness Program	383			
60031 Payroll Adjustment	(77)			
	495,083			
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62085.1001 Other Professional Svs- Web	\$ 163			
62300 Special Departmental Supplies	869			
62310 Office Supplies	1,670			
62440 Office Equip Maint/Repairs	257			
62895 Miscellaneous	158			
NON-DISCRETIONARY				
62485 F535 Comm Equip Rentals	21,683			
62496 F537 Computer Equip Rentals	31,694			
	56,494			
PROGRAM TOTAL	\$ 551,577			

License & Code Services Division

Business License and Business Tax Program

001CD35A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		7,000			
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 506,471			
60012	Fringe Benefits	212,922			
60015	Wellness Program	608			
60031	Payroll Adjustment	(77)			
		719,924			
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Svcs	\$ 3,242			
62135	Governmental Services	482			
62145	Identification Services	4,136			
62170	Private Contractual Services	3,000			
62300	Special Departmental Supplies	2,122			
62310	Office Supplies	1,858			
62440	Office Equip Maint/Repairs	2,383			
62455	Equipment Rentals	504			
62895	Miscellaneous	1,662			
NON-DISCRETIONARY					
62475	F532 Vehicle Equip Rentals	28,860			
62496	F537 Computer Equip Rentals	27,224			
		75,473			
PROGRAM TOTAL		\$ 795,397			

Building Division

Building Permits, Construction Inspection, and Code Enforcement, Business Licensing & Business Tax Programs

001CD42A

	EXPENDITURES FY 2010-11	BUDGET FY 2011-12	BUDGET FY 2012-13	CHANGE FROM PRIOR YEAR
STAFF YEARS	8.900	30.000	27.250	(2.750)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 784,476	\$ 2,245,532	\$ 1,987,463	\$ (258,069)
60006 Overtime	10	1,000	1,000	
60012 Fringe Benefits	310,141	461,243	413,298	(47,945)
60012.1008 Fringe Benefits - Retiree Benefits			13,189	
60012.1509 Fringe Benefits - Pension		550,236	463,274	(86,962)
60012.1528 Fringe Benefits - Workers Comp		40,177	44,236	4,059
60015 Wellness Program	125			
60031 Payroll Adjustment	72			
	1,094,824	3,298,188	2,922,460	(375,728)
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62135 Governmental Services		\$ 1,855	\$ 1,855	
62145 Identification Services		5,494	5,494	
62170 Private Contractual Services	150,954	100,369	100,369	
62300 Special Departmental Supplies	15,662	41,775	41,775	
62310 Office Supplies	4,939	13,757	13,757	
62420 Books & Periodicals	193	1,122	1,122	
62645 Strong Motion Education		470	470	
62700 Memberships & Dues	340	750	750	
62755 Training	322	5,384	5,384	
62830.1000 Credit Card Merchant Fees	20,230	15,000	15,000	
62895 Miscellaneous	250	4,522	4,522	
NON-DISCRETIONARY				
62220 Insurance	33,542	35,644	44,795	9,151
62475 F532 Vehicle Equip Rentals	4,717	44,022	40,041	(3,981)
62485 F535 Comm Equip Rentals	31,548	49,429	54,457	5,028
62496 F537 Computer Equip Rentals	55,389	156,043	178,622	22,579
	318,086	475,636	508,413	32,777
PROGRAM TOTAL	\$ 1,412,910	\$ 3,773,824	\$ 3,430,873	\$ (342,951)

Building Division

Field Inspection Program

001CD41B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2010-11	FY 2011-12	FY 2012-13	PRIOR YEAR
STAFF YEARS		9.100			
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 699,145			
60006	Overtime	194			
60012	Fringe Benefits	286,013			
60015	Wellness Program	54			
60031	Payroll Adjustment	1,235			
		986,641			
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62300	Special Departmental Supplies	\$ 21,616			
62420	Books & Periodicals	580			
62700	Membership & Dues	280			
62755	Training	3,081			
NON-DISCRETIONARY					
62475	F532 Vehicle Equip Rentals	26,608			
62496	F537 Computer Equip Rentals	45,870			
		98,035			
PROGRAM TOTAL		\$ 1,084,676			

ADMINISTRATION
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE PRIOR YEAR
COMMUNITY DEV DIR	1.000	1.000	0.950	-0.050
ADMINISTRATIVE OFFICER	1.000	1.000	1.000	
ADMINISTRATIVE ANALYST II	1.000	1.000	1.000	
TOTAL FULL TIME	3.000	3.000	2.950	-0.050
	*	*	*	
TOTAL STAFF YEARS	3.000 (3)	3.000 (3)	2.950 (3)	-0.050

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

HOUSING & ECONOMIC DEVELOPMENT
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE PRIOR YEAR
HOUSING OFFICER	1.000			
HOUSING SPECIALIST	1.000			
HOUSING ASSISTANT	2.000			
HOUSING SERV ASST	2.000			
SR CLERK	1.000		1.000	1.000
INTERMEDIATE CLERK	1.000			
ASST DIRECTOR - HSG & ECON DEV			0.700	0.700
CLERICAL WORKER			1.000	1.000
ECON DEV MGR			1.000	1.000
ADMINISTRATIVE ANALYST I			3.000	3.000
REAL ESTATE MGR			1.000	1.000
TOTAL FULL TIME	8.000		7.700	7.700
	*		*	
TOTAL STAFF YEARS	8.000 (8)		7.700 (8)	7.700

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

PLANNING

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
CHIEF ASST CD DIRECTOR	1.000	1.000	0.800	-0.200
DEPUTY CITY PLANNER	1.000	1.000	1.000	
SR PLANNER	3.000	3.000	2.890	-0.110
ASSOCIATE PLANNER	1.000	1.000	1.000	
ASST PLANNER	2.000	2.000	2.000	
PRINCIPAL CLERK	1.000	1.000	1.000	
INTERMEDIATE CLERK			1.000	1.000
PLANNING TECH	1.000	1.000	1.000	
 TOTAL FULL TIME	 10.000	 10.000	 10.690	 0.690
	*	*	*	
TOTAL STAFF YEARS	10.000 (10)	10.000 (10)	10.690 (11)	0.690

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

TRANSPORTATION

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE FROM PRIOR YEAR
DEPUTY CITY PLANNER		1.000	0.250	-0.750
PRINCIPAL PLANNER	1.000			
SR PLANNER	1.000	1.000		-1.000
ADMIN ANALYST II	1.000	1.000	0.150	-0.850
ADMIN ANALYST I	1.000	1.000		-1.000
ASST TRANSPORTATION PLNR	1.000	1.000		-1.000
TRANS SRVS MANAGER	1.000	1.000		-1.000
TRANS OPERATION SUPV	1.000	1.000	1.000	
TRANS SCHEDULER	2.000	2.000	2.000	
TRANS SRVS DRIVER	5.000	5.000	5.000	
SUPV CLERK				
 TOTAL FULL TIME	 14.000 (14)	 14.000 (14)	 8.400 (8)	 -5.600
Part Time	*	*	*	
REC LEADER	0.425 (2)	0.425 (2)	0.425 (2)	
TRANS SRVS DRIVER	5.583 (10)	5.583 (10)	4.833 (9)	-0.750
WORK TRAINEE I	0.475 (1)	0.975 (2)	0.975 (2)	
 TOTAL PART TIME	 6.483 (13)	 6.983 (14)	 6.233 (13)	 -0.750
	*	*	*	
TOTAL STAFF YEARS	20.483 (27)	20.983 (28)	14.633 (21)	-6.350

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

LICENSE & CODE SERVICES

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE PRIOR YEAR
ASST CD DIR - LIC&CODE	1.000			
SR LIC&CODE SRV INSP	1.000			
LIC&CODE SRV INSP II	2.000			
PRINCIPAL CLERK	1.000			
LIC&CODE SRV INSP I	5.000			
ACCOUNT CLERK	1.000			
CLERICAL WORKER	1.000			
UTILITY WORKER	1.000			
TOTAL FULL TIME	13.000			
	*			
TOTAL STAFF YEARS	13.000 (13)			

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

BUILDING

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2010-11	STAFF YEARS 2011-12	STAFF YEARS 2012-13	CHANGE PRIOR YEAR
ASST CD DIR-BLDG OFC	1.000	1.000	1.000	
DEPUTY BLDG OFFICIAL	1.000	1.000	1.000	
PLAN CHECK MANAGER		1.000	1.000	
LIC & CODE MANAGER		1.000	1.000	
PRIN PLAN CHECK ENGR	1.000			
BLDG INSPECTOR MANAGER	1.000	1.000	1.000	
SR PLAN CHK ENGINEER	2.000	2.000	2.000	
PLAN CHECK ENGINEER	2.000	2.000	2.000	
BLDG INSPECTOR III	2.000	2.000	2.000	
BLDG INSPECTOR II	4.000	3.000	3.000	
BLDG INSPECTOR I		5.000	5.000	
L&C SRVS INSP I		3.000	1.250	-1.750
PERMIT COORDINATOR	1.000	1.000	1.000	
ADMIN ANALYST I	1.000	1.000	1.000	
PRINCIPAL CLERK		1.000	1.000	
SR CLERK		1.000		-1.000
ACCOUNT CLERK		1.000	1.000	
PERMIT TECHNICIAN	2.000	2.000	2.000	
CLERICAL WKR		1.000	1.000	
TOTAL FULL TIME	18.000	30.000	27.250	-2.750
	*	*	*	
TOTAL STAFF YEARS	18.000 (18)	30.000 (30)	27.250 (28)	-2.750

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS